



**COFFS HARBOUR CITY COUNCIL  
ORDINARY MEETING  
(CITY SERVICES COMMITTEE)  
COUNCIL CHAMBER  
COUNCIL ADMINISTRATION BUILDING  
COFF AND CASTLE STREETS, COFFS HARBOUR  
7 JUNE 2007**

**Commencing at the conclusion of  
Land Use, Health & Development Committee**

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## **CONFIDENTIAL REPORT**

The following item either in whole or in part may be considered in Closed Meeting for the reasons stated:

A portion of this report is confidential for the reason of Section 10A (2):

- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret.

and in accordance with Section 10A (1) the meeting may be closed to the public.

S35 TENDERS: DEMOLITION OF 14 MARKET STREET,  
WOOLGOOLGA

35



**COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING**

**(CITY SERVICES COMMITTEE)**

**7 JUNE 2007**

Mayor and Councillors

**GENERAL MANAGER'S REPORT**

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**11 PROPOSED INVESTIGATION INTO CAVANBAH HALL SITE**

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**Purpose:**

To make recommendations to Council in relation to future facility development on the Cavanbah Hall site within the City Centre.

**Description of Item:**

In May 2006 the plans for the proposed Multi Purpose Centre (MPC) were placed on public exhibition. Following this exhibition period it was decided that the project should be reconsidered by Council in context of overall development within the City Centre.

A consultant was engaged to review all Council owned and controlled land within the area defined as the City Centre. Council has been involved in six workshops during the review. This review has facilitated a range of issues being considered from the broad regional context in which Council is required to plan and operate through to planning for specific sites and precincts.

As Council is aware in relation to planning and development for the City, there are a number of levels to consider. The flow chart below is a simplified way of considering some of the layers of planning and development guidelines and controls which need to be addressed when developing specific sites.

**Cont'd**

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

### **DRAFT MID NORTH COAST REGIONAL STRATEGY**

Expected to be agreed as a whole of NSW government approach to directing infrastructure developments, services and future population growth for the period 2006-2031, with reviews every five years.



### **LOCAL ENVIRONMENT STUDY (LES) AND LOCAL ENVIRONMENT PLAN (LEP)**

Establishes a policy framework for land use decision and provides 'rules' on how land can and cannot be used, with implications for physical structures as well as social, environmental and economic factors.

Council is required to review the Coffs Harbour City Council Local Environmental Plan 2000 in accordance with the Standard LEP Template by March 2011. The LEP will involve reviewing the entire zone and planning controls that currently apply and 'customising' the Standard Template in consultation with various government agencies.



### **DEVELOPMENT CONTROLS PLANS (DCP)**

Sets various development control provisions. Some examples of DCP's relevant to the City Centre include:

**Coffs Harbour CBD DCP** - Currently under review, this CBD DCP sets the development control provisions for car parking, height limits and urban form for development in the City Centre.

**Access and Mobility DCP** - Encourages the upgrading of existing buildings, the provision of facilities and provides a checklist to assist developers to ensure new development complies with access requirements for people with limits to mobility.

**Business Lands DCP** - Provides controls to improve the urban form of business centres while enhancing the natural and built environment.

**Complying Development DCP** - Establishes development standards for complying development and allows small scale and low impact development to progress efficiently.

**Notification DCP** - Establishes a process to encourage public participation in the development process and informs the community about development that may be considered potentially sensitive to their land or interests.

**Off Street Car Parking DCP** - Provides detailed car parking requirements for different development categories. The DCP also ensures car parking meets user needs.

**Signs DCP** - Establishes guidelines for advertising signs to enhance visual amenity, providing equity and safety guidelines for outdoor advertisers.



### **DRAFT 'OUR LIVING CITY' SETTLEMENT STRATEGY**

This document identifies and prioritises land for future urban uses and provides detailed investigation into accommodating the population, housing and employment needs to 2030. By identifying and prioritising lands for future rezoning, this strategy will also inform the final Mid North Coast Regional Strategy and future Standard LEP.



Cont'd

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

### COFFS HARBOUR CITY CENTRE URBAN DESIGN STUDY AND MASTER PLAN

The plan aims to develop a more consolidated core by defining the CBD as a destination with a defined 'gateway', improved traffic circulation and management and identity as a 'people place' with a re-established 'town square', reduced motor vehicle dominance and more alfresco dining and cultural facilities.



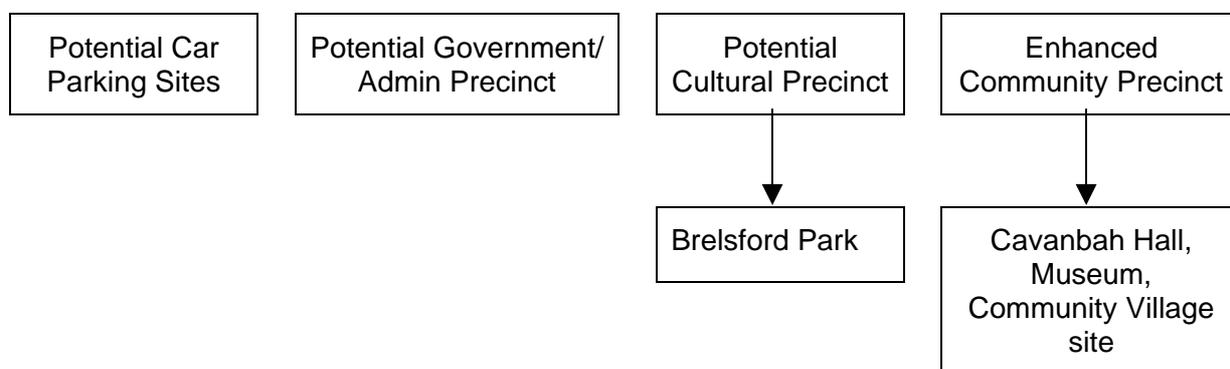
### COFFS HARBOUR CITY CENTRE STRATEGIC PLAN

This plan is in place to guide decision making about growth and development in the City Centre.



### COUNCIL OWNED/CONTROLLED SITES

A land audit has been carried out with various opportunities and potential development identified. These include but are not limited to:



The land audit capability, researched and created by both staff and Councillors, identified options for all Council owned/controlled sites within the CBD.

During the workshops agreement was reached that the location of the MPC on Brelsford was not the best utilisation of resources, did not provide maximum value for community expenditure and did not meet the maximum needs of the community.

Other sites were also considered including the Salvation Army. While this was seen as a good site when considering highest and best use it was deemed that commercial/business pursuits, either private or public would be the best utilisation of that site.

When considering uses for individual sites or precincts the following objectives for future/potential development were considered. Each site needed, where appropriate:

- To address a broad cross section of community needs and maximise resources by intensifying the use of existing infrastructure.
- To ensure the maximum social value is realised by basing planning and development decisions on documented and demonstrated need.

This therefore resulted in the focus being the Cavanbah Hall site, with linkages to the Community Village, Museum and CBD.

**Cont'd**

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

Brelsford Park is no longer seen as the most appropriate site in the City Centre for the development of a community facility to meet the needs of the Seniors Groups and also other potential users. There are a range of reasons for this including:

- Proximity to CBD.
- The need to maximise existing infrastructure.
- Connectedness with other infrastructure and services.
- The need for age mixing and maximizing access.
- Complements the existing community precinct.

As part of the overall audit of Council owned/controlled land in the CBD the Cavanbah Hall site is seen as meeting a number of the location requirements for the facility. It is also a useful site in relation to linkages with the Community Village and the Museum.

The Cavanbah Hall building is currently too small to meet the needs of the seniors groups. It also has a number of other functional difficulties such as storage and toilet facilities. The condition of the floor is also of concern and needs significant repair work.

The site on which Cavanbah Hall currently sits is Crown Reserve.

The reserve description is as follows:

- (a) Legal Description: Lot 3, Section 4, DP 758258
- (b) Known as: Crown Reserve 90985
- (c) Purpose of Reserve: Reserved for "Senior Citizens Centre"
- (d) Trust administering the reserve: "Coffs Harbour Community Village Reserve Trust"
- (e) Corporate Manager of the Trust: Coffs Harbour City Council

It is approximately 878.9 square metres and has some constraints. Very preliminary investigations suggest that a facility could be constructed on this site which will meet the current articulated needs of seniors groups. The issues and possible constraints are discussed in detail in the Issues section of the report.

### **Sustainability Assessment:**

- **Environment**

There are a number of environmental issues which will need to be examined, addressed and reported back to Council should it be decided to pursue this option for development.

- **Social**

The proposal has the potential to meet the needs of a range of groups within the community. There are also benefits to be gained from creating management and physical links to the surrounding facilities as well as the CBD.

**Cont'd**

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

- **Economic**

### **Broader Economic Implications**

Any development within the City Centre of this nature is likely to have positive broad economic implications. These will be considered fully should Council resolve to move forward with this project investigation.

### **Management Plan Implications**

Unexpended loan funds available for this project are \$1.4 million. Additionally, Council could allocate the \$1 million from the proceeds of the land sold in Christmas Bells Road. This money is presently allocated in the 2006/2007 Management Plan, along with \$545,000 in loan funds towards the Regional Tennis Complex. However, it would appear that this project is not in a position to require this \$1 million in the short term.

This would make available \$2.4 million for the Cavanbah Hall project and as such it will be recommended that a total upper limit figure of \$2.4M will be set for the project.

### **Consultation:**

Consultation has been undertaken into this concept. This has been with:

- External consultants - Councillors will be aware from various workshops as to the views, issues and considerations raised by the consultants.
- Potential seniors group users - The views expressed by the Seniors Groups involved in the discussion on this issue are detailed in an attachment to this report:
  - Coffs Harbour Senior Citizen's Club
  - U3A (University of the 3<sup>rd</sup> AGE)
  - CHERP (Coffs Harbour Education & Recreation Program)
  - Coffs Harbour Senior's Computer Club.

Should Council resolve to investigate potential uses for the Cavanbah Hall site further consultation will be required to inform the detailed plan development.

### **Related Policy and / or Precedents:**

Council resolved at its then Planning, Environment and Development Committee meeting on 17 March 2005 the following:

1. That Council endorse the Concept Plan for the development of a Cultural Precinct incorporating a Senior Citizens/Multi-Purpose Centre, Art Gallery, Library, Performance Centre and City Park on Brelsford Park.
2. That Council proceed with the preparation of a design brief and tendering process for the construction of the Senior Citizens/Multi-Purpose Centre.
3. That Council note the submissions made.
4. That those who made submissions be informed in writing of Council's decision.

This proposal would see the only alteration to this being the removal of Senior Citizens/Multipurpose Centre from that concept plan.

**Cont'd**

## **11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)**

A review of the nature and context will be required and this may see the City Park development, in the short term, a smaller scale development until funding is available for the other facilities on the Park.

### **Statutory Requirements:**

There are no statutory requirements in relation to investigating options for the site, although these will need to be explored fully as part of any development work which may be considered.

In relation to the previous proposal, formal notification will need to be provided to the architects engaged for the development of the facilities on Brelsford Park that this project will not proceed. With other components to be considered in future.

### **Issues:**

Council has recognised the need to address the fact that Cavanbah Hall is no longer large enough to accommodate the current uses of the seniors of the City.

There are a number of options to consider in relation to this. They include:

#### ***Option 1 - Do nothing***

This will see groups unable to fully realise and address the social needs of various members and individuals.

The current facility will need floor repairs of between \$25,000 and \$30,000. This will not see any increase in the area of building or the general state of repair of the rest of the facility.

#### ***Option 2 - Expand the existing facility***

This option is likely to be costly as a number of issues will need to be addressed, such as current BCA requirements. The option will also meet limited needs of various groups as there will still be only one space available, being the hall. Given the current state of repair of the hall it may be more cost effective to consider a complete rebuilding.

#### ***Option 3 - Build a new facility with Hall and connected smaller rooms***

This option would see many of the design elements required by the seniors groups included in the proposal. It would see a more significant amount of the site used, with connections and outdoor areas also being a possibility.

Very preliminary investigations suggest that Options 2 and 3 are feasible in terms of the size of site and the size of buildings required. These early considerations also indicate these would be more cost effective developments than previous proposals.

In considering the future facility development within the City Centre a number of steps are required, these include:

Step 1 - Decide on priority site for detailed investigation.

Step 2 - Decide on concept parameters including costs.

Step 3 - Resolution to undertake feasibility of concept suitability for the chosen site.

**Cont'd**

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

Step 4 - Develop detailed concept plans if the site and development are deemed feasible and affordable.

Step 5 - Exhibit detailed concept designs for community input.

Step 6 - Council to resolve on final designs, development and costs.

Step 7 - Undertake construction/development.

As the Cavanbah Hall site is seen as the priority site for this development there are a number of matters to be fully investigated. These include, but are in no way limited to the following:

**Site Consolidation** - The proposal may extend (depending on design) past the rear boundary of the reserve. This would then encroach onto a Council owned property. If this was to occur consolidation of the two sites would be required by Council's Planning Section. Due to the different ownership of the land parcels this would raise issues regarding property transfer between the State Government and Council. (See map - Attachment 1)

**Flooding** - The current 1:100 year flood level is 4.1 AHD and the existing site is well below this. Confirmation of this is needed and design of the project requires input from Council's Flooding Engineer. There is some flexibility in required floor heights.

**Security** - Is an issue both from the front and rear where Safer by Design Guidelines may apply and the matter would need comment from the Police.

**Parking** - Numbers required would be subject to a parking study. Provision on site can possibly be achieved on the Community Village site to the rear on an area used for overflow car parking at present. This will raise issues again with tenure of the land. Payment of contributions for car parking may be another option under the upcoming review of the City Centre Car Park Contributions Plan.

**DCP's** - Must address planning documents i.e., City Centre DCP, LEP car park DCP etc.

**Fire Hazard** - Site is mapped as bush fire prone. Need to address construction issues for planning and RFS as well as BCA matters.

**Zoning** - Property is in the coastal zone and close to water course so will be integrated development.

**Contributions** - Developer contribution may be payable (maybe .3 ETs per 100 square metres of additional area).

**Disability Access** - Need to address BCA and Disabled Discrimination Act requirements.

**Services** - Existing services which impact on the land would appear to be a sewer rising main on the western boundary and a sew line running east from pump station.

**Waste Management** - A plan will be required.

**Acid Sulphate Soils** - Site is mapped as Class 4 acid sulphate soils. May impact on excavation.

**Energy Efficiency** - Would be impacted by Part J of the BCA.

**Development Application Preparation** - A Development Application will be required for the site.

**Cont'd**

## 11 - Proposed Investigation into Cavanbah Hall Site (Cont'd)

**Site Tenure** - Tenure of site is also an issue. Council expending capital on a site it controls but does not own. This may be overcome by long term lease from the Trust, however, would be subject to the Department of Lands input on behalf of the Crown who is the land owner.

**Design and Signage** - Will need to comply with community and Council Standards.

As the above issues and steps demonstrate there is significant work to be done to establish the full feasibility of the proposal.

In relation to costs the following is an indicative estimate of costs for a building on the Cavanbah Hall site. These do not include allowances for additional costs due to unusual site constraints such as flooding and costs exclude GST and do not include professional fees.

Details	Indicative Costs	Possible Costs
Main hall/kitchen/amenities, storage and break out rooms	\$1,600-\$2,000 per m <sup>2</sup>	500 m <sup>2</sup> @ \$2,000 per m <sup>2</sup> = \$1,000,000
Covered decks linking areas	\$350-\$500 per m <sup>2</sup>	250 m <sup>2</sup> @ \$500 per m <sup>2</sup> = \$125,000
At grade sealed parking area	\$2,700 per space	48 spaces @ \$2,700 per space = \$129,600
Landscaping	\$40 per m <sup>2</sup>	35 m <sup>2</sup> @ \$40 per m <sup>2</sup> = \$1,400

Other costs to be considered include possible demolition (including the possibility of asbestos removal) or removal of the building. These could be up to \$20,000.

PLEASE NOTE: The above costs are indicative only based on current industry standard costs only and should not be used as indicative costs for the project until detailed investigations and design works have been undertaken.

### Implementation Date / Priority:

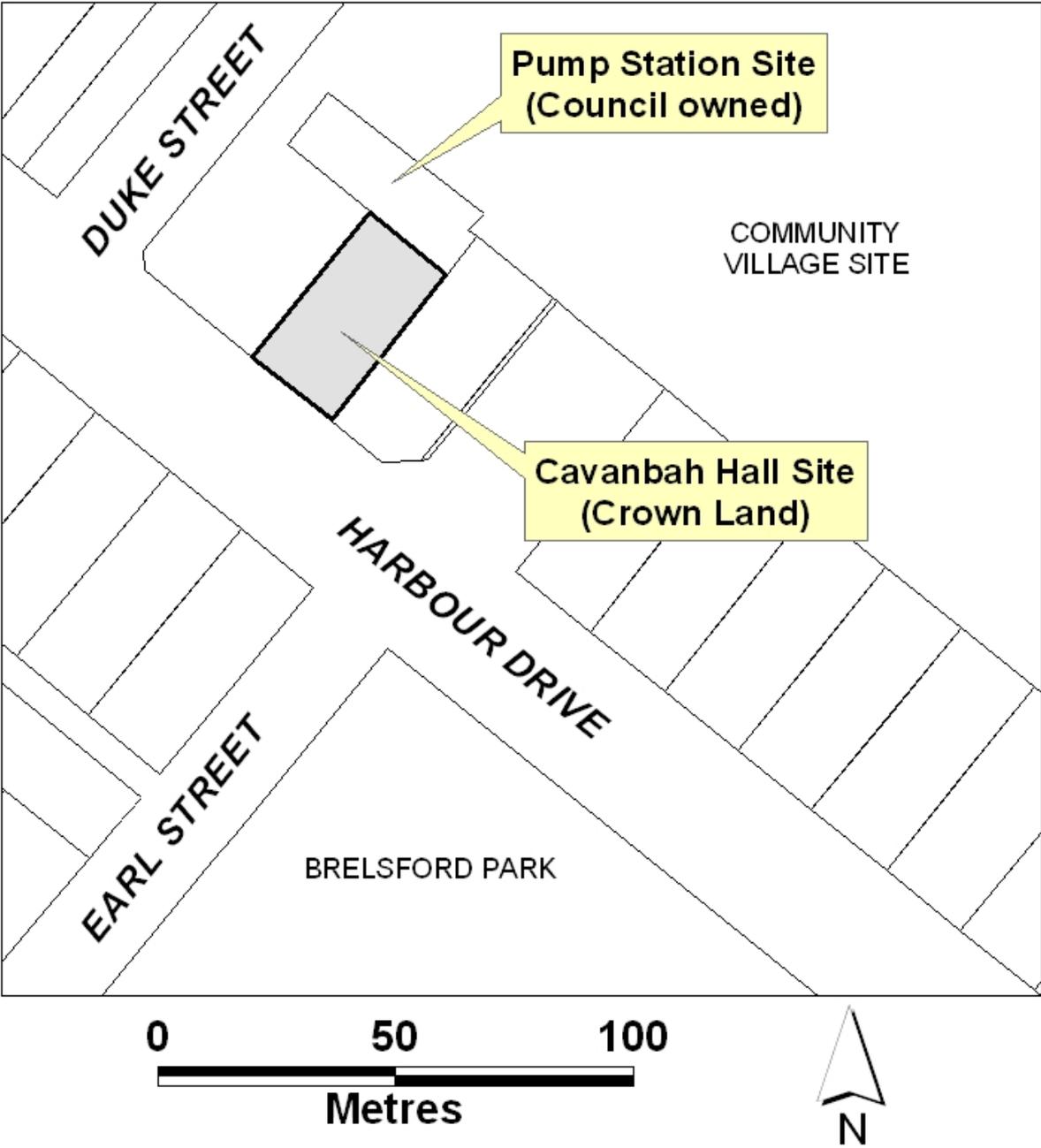
Work could commence on the investigations immediately following a resolution by Council.

### Recommendation:

1. That Council endorse the concept plan for the redevelopment of Cavanbah Hall and the development of a cultural precinct incorporating an art gallery, library, performance space and City Park on Brelford Park.
2. That a Development Application be prepared with detailed working drawings for the development of a community facility for Crown Reserve 90985, also known as the Cavanbah Hall site, resulting in concept plans and drawings for public exhibition, with an upper limit on the overall project of \$2.4 million.
3. That a report be prepared for Council outlining final proposals for the site and including the outcomes of the investigations and the exhibition period of the Development Application with concept plans and working drawings.

Stephen Sawtell  
General Manager

Attachments:



## **Notes on Meeting with Seniors Groups**

**31 May 2007**

### **Cavanbah Hall Site Proposal**

The groups involved in discussing this site were:

- Coffs Harbour Senior Citizen's Club
- U3A (University of the 3<sup>rd</sup> AGE)
- CHERP (Coffs Harbour Education & Recreation Program)
- Coffs Harbour Senior's Computer Club.

In short, the views expressed by the groups included:

- Disappointment and frustration about the time and perceived amount of money spent on Brelsford Park and other previous proposals.
- That planning is happening for what is needed now, but need to ensure that future needs/growth are also accommodated.
- Acquiring adjoining car yard should be considered in the short term.
- That as long as design elements in relation to the size of main hall, storage, stage, access to kitchen etc are in line with the designs for the previous plan then the proposal should be pursued.
- Any activity that sees further tutorial rooms developed will be positive however this should not be seen as a replacement for a purpose built senior citizen's centre to meet the needs of all the groups.
- At the moment tutorial and teaching activities being, in some cases, carried out in members homes, so any assistance with that would be positive.
- Seniors should be actively involved and their views considered during the design work.
- A hall the size of the one in the final previous plan, if possible with capacity to be petitioned, along with a smaller room to be used weekly would meet current needs.

## CITY SERVICES DEPARTMENT REPORTS

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### S32 TRAFFIC COMMITTEE MEETING NO. 3/2007

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#### **Purpose:**

To confirm minutes from the Traffic Committee Meeting held on 15 May 2007.

#### **Recommendation:**

#### **T.20 – Harbour Drive, Coffs Harbour - Bus Stop** (Harbour Drive [1636762])

That the bus zone times in Harbour Drive, Coffs Harbour, adjacent Cavanbah Hall be changed to 6.30am to 6.00pm, as per Plan T.20.

#### **T.21 – Robin Street/Red Cedar Drive, Coffs Harbour - Traffic Concerns** (R.505840 [1643417])

That 'No Stopping' signs be erected in Red Cedar Drive, Coffs Harbour, together with bollards to stop vehicles being driven on to grassed area, as per Plan T.21.

#### **T.22 – Vost Street, Coffs Harbour - "No Parking"** (R.506030 [1614530])

That 'No Parking' signs be erected on the west side off Vost Street, Coffs Harbour, as per Plan No. T.22.

#### **T.23 – Salamander Street, Coffs Harbour - Disabled Parking bays** (R.505860 [1101619])

That two disabled parking bays be installed in Salamander Street, Coffs Harbour, adjacent the entrance to Coffs Harbour Public School, as per Plan No. T.23.

#### **T.24 – Isles Drive, Coffs Harbour - 'No Stopping'** (R.509960)

That 'No Stopping' signs be erected in Isles Drive, Coffs Harbour, at the intersection of Pacific Highway, as per Plan T.24.

#### **T.25 – Middle Boambee Valley/ Bakker Drive/ Faviell Drive/ Braford Drive, Bonville - Speed Limits** (R.500340 / R.509860 / R.500860 / R.500850)

That further traffic speed surveys be undertaken on the subject roads and the results submitted to the RTA for assessment.

#### **T.26 – Earl Street, Coffs Harbour - Possums Den** (R.503120)

That '15 minute' parking signs be installed in Earl Street, Coffs Harbour, adjacent the Possums Den Pre-School, as per Plan T.26.

Cont'd

**S32 - Traffic Committee Meeting No. 3/2007 (Cont'd)**

**T.27 – Alleena Drive, Toormina - Pedestrian Refuge (R.500900)**

**That a pedestrian refuge be installed in Alleena Drive, Toormina, as per Plan T.27.**

**T.28 – Mackays Road, Coffs Harbour - Pedestrian Refuge (R.502870)**

**That a pedestrian refuge be installed in Mackays Road, Coffs Harbour, as per Plan T.28.**

**T.29 – Gordon Street, Coffs Harbour - Closure of Pedestrian Access (R.504620)**

**That pedestrian barrier fencing be installed at pedestrian access ramps across Gordon Street, Coffs Harbour, at the Vernon Street roundabout, as per Plan No. T.29.**

**Attachments:**

**COFFS HARBOUR CITY COUNCIL  
TRAFFIC COMMITTEE MINUTES 3/2007  
15 MAY 2007 - 10.30AM**

Present: Cr Bill Palmer, Coffs Harbour City Council  
Snr Sgt Jason Mannall, Grafton Police  
Liz Smith, Roads and Traffic Authority  
Kevin McKenzie, Coffs Harbour Taxi Network  
Darren Williams, Sawtell Coaches  
George Stulle, Coffs Harbour City Council  
Anne Shearer, Coffs Harbour City Council

Apologies: David Brooks, Coffs Harbour City Council  
Greg Miers, Busways

Minute Taker: Ann Graham

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**T.20 – Harbour Drive, Coffs Harbour - Bus Stop** (Harbour Drive [1636762])

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Consideration to a request from Cavanbah Hall users for a change to the Bus Stop times adjacent Cavanbah Hall in Harbour Drive, Coffs Harbour, from 6.30am to 6.30pm to 6.30am to 6.00pm.

**Recommended: that the bus zone times in Harbour Drive, Coffs Harbour, adjacent Cavanbah Hall be changed to 6.30am to 6.00pm, as per Plan T.20.**

Reason: The proposed change will not affect bus services at this location and will provide better access for users of Cavanbah Hall.

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**T.21 – Robin Street/Red Cedar Drive, Coffs Harbour - Traffic Concerns** (R.505840 [1643417])

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Consideration to concerns from Narranga Public School of vehicles parking on the grassed area at the corner of Robin Street and Red Cedar Drive, Coffs Harbour.

**Recommended: that 'No Stopping' signs be erected in Red Cedar Drive, Coffs Harbour, together with bollards to stop vehicles being driven on to grassed area, as per Plan T.21.**

Reason: These measures have been proposed in discussion with Narranga School and the Police. The measures will ensure the intersection is kept clear of parked cars.

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**T.22 – Vost Street, Coffs Harbour - "No Parking" (R.506030 [1614530])**

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Consideration to a request from residents for "No Parking" signs in the lane at the rear of Vost Street, Coffs Harbour, to enable access to garages.

**Recommended: that 'No Parking' signs be erected on the west side off Vost Street, Coffs Harbour, as per Plan No. T.22.**

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**T.23 – Salamander Street, Coffs Harbour - Disabled Parking bays (R.505860 [1101619])**

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Consideration to a request from Coffs Harbour Public School for two disabled parking bays in Salamander Street, Coffs Harbour, adjacent the entrance to Coffs Harbour Public School.

**Recommended: that two disabled parking bays be installed in Salamander Street, Coffs Harbour, adjacent the entrance to Coffs Harbour Public School, as per Plan No. T.23.**

Reason: The proposed bays will provide safer access for vehicles picking up/dropping off students at the Special Education Unit of Coffs Harbour Public School.

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**T.24 – Isles Drive, Coffs Harbour - 'No Stopping' (R.509960)**

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Consideration to a request for 'No Stopping' at intersection of Isles Drive, Coffs Harbour and Pacific Highway, Coffs Harbour.

**Recommended: that 'No Stopping' signs be erected in Isles Drive, Coffs Harbour, at the intersection of Pacific Highway, as per Plan T.24.**

Reason: The 'No Stopping' restriction is mandatory at traffic control signals and will promote the safe and efficient operation of the signals.

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**T.25 – Middle Boambee Valley/ Bakker Drive/ Faviell Drive/ Braford Drive, Bonville - Speed Limits (R.500340 / R.509860 / R.500860 / R.500850)**

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Review of decision to change speed zones in Middle Boambee and Bakker Drive / Faviell Drive / Braford Drive, Bonville pending several objections.

**Recommended: that further traffic speed surveys be undertaken on the subject roads and the results submitted to the RTA for assessment.**

Reason: At its meeting of 17 August 2006, Council resolved that :

1. The existing 70km/h speed limit be replaced with a 50km/h area speed limit on all roads within Middle Boambee, Boambee, as per Plan T.28.
-

2. Community consultation be undertaken with Middle Boambee residents prior to implementation of the recommendation.

Council undertook community consultation on the proposal in December 2006. Consequently a number of objections were received. The RTA are responsible for all speed zone approvals in NSW. The RTA has advised that they wish to review the data and justification for the proposal and will advise Council of their determination.

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**T.26 – Earl Street, Coffs Harbour - Possums Den (R.503120)**

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Consideration to a request from Possums Den Pre-School for '15 minute' parking signs in Earl Street, Coffs Harbour, adjacent the Possums Den Pre-School, for parents to drop off children safely.

**Recommended: that '15 minute' parking signs be installed in Earl Street, Coffs Harbour, adjacent the Possums Den Pre-School, as per Plan T.26.**

Reason: The required area is mostly within the zone which should be kept clear for access to and from the laneway. The area is suitable for short term parking however. The proposal will result in the loss of one all day parking bay.

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**T.27 – Alleena Drive, Toormina - Pedestrian Refuge (R.500900)**

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Consider plans for installation of a pedestrian refuge in Alleena Drive, Toormina.

**Recommended: that a pedestrian refuge be installed in Alleena Drive, Toormina, as per Plan T.27.**

Reason: The refuge replaces a school crossing which needs to be removed as the local school no longer wishes to install and remove the school crossing flags as required.

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**T.28 – Mackays Road, Coffs Harbour - Pedestrian Refuge (R.502870)**

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Consider plans for installation of a pedestrian refuge in Mackays Road, Coffs Harbour.

**Recommended: that a pedestrian refuge be installed in Mackays Road, Coffs Harbour, as per Plan T.28.**

Reason: The refuge provides pedestrian access across Mackays Road and for the bus stops located either side of the road.

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**T.29 – Gordon Street, Coffs Harbour - Closure of Pedestrian Access (R.504620)**

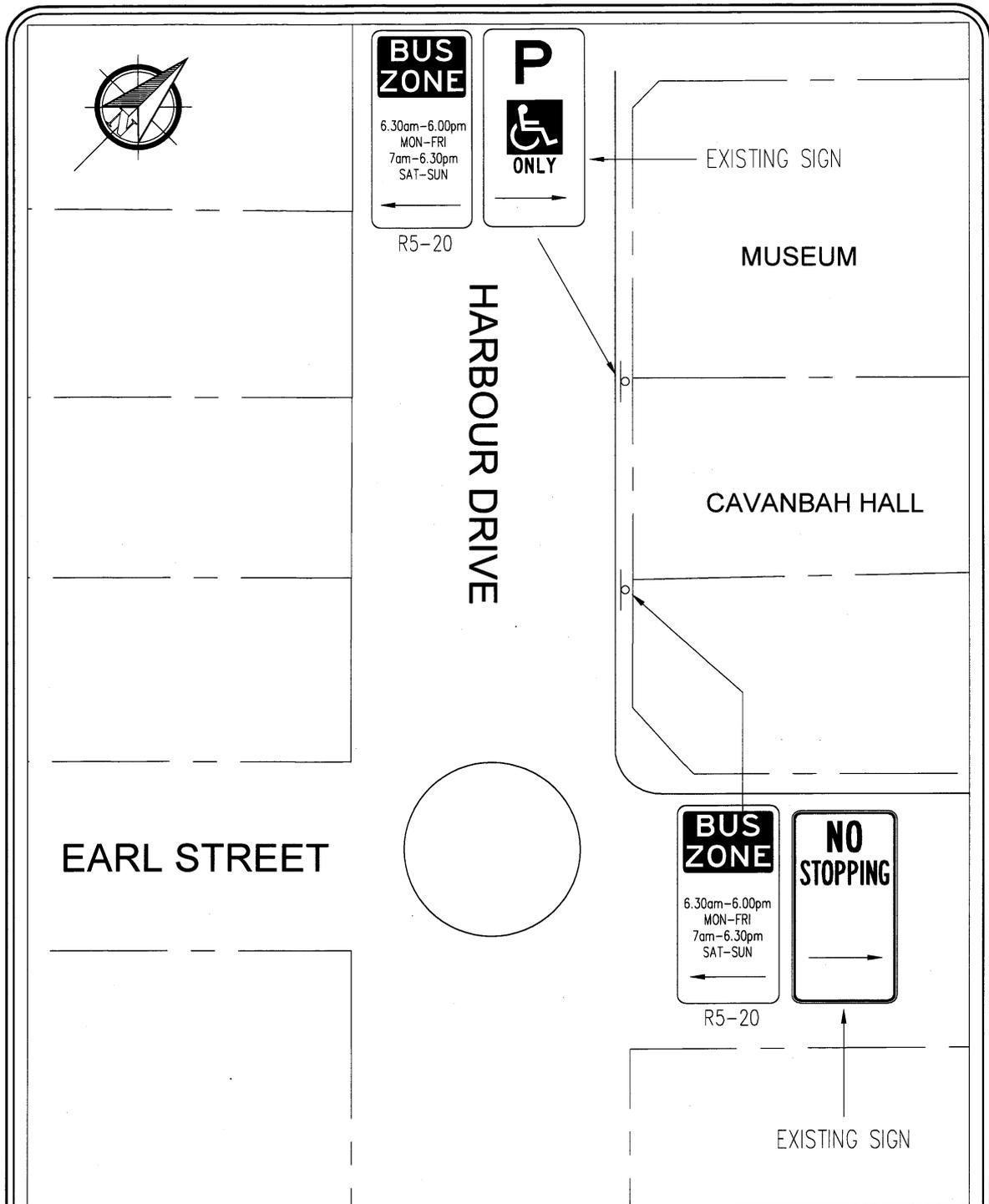
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Consider a proposal to close the pedestrian access across Gordon Street at the Vernon Street roundabout.

**Recommended: that pedestrian barrier fencing be installed at pedestrian access ramps across Gordon Street, Coffs Harbour, at the Vernon Street roundabout, as per Plan No. T.29.**

Reason: Council will soon be reconstructing the footpath on the south-east corner of the Gordon Street/Vernon Street intersection. Pedestrian ramps currently allow pedestrians to cross Gordon Street south of the Vernon Street roundabout at an unsafe location. Pedestrians cross four lanes of traffic without the benefit of a marked crossing or a pedestrian refuge. The road width is insufficient to provide a refuge and existing marked crossings are located approximately 30m south and 50m north of the location. The proposal will include pedestrian barriers to encourage pedestrians to use the existing marked crossings in Gordon Street. If the barriers are successful, redundant kerb ramps and concrete paving will be removed and additional landscaping installed at a later date.

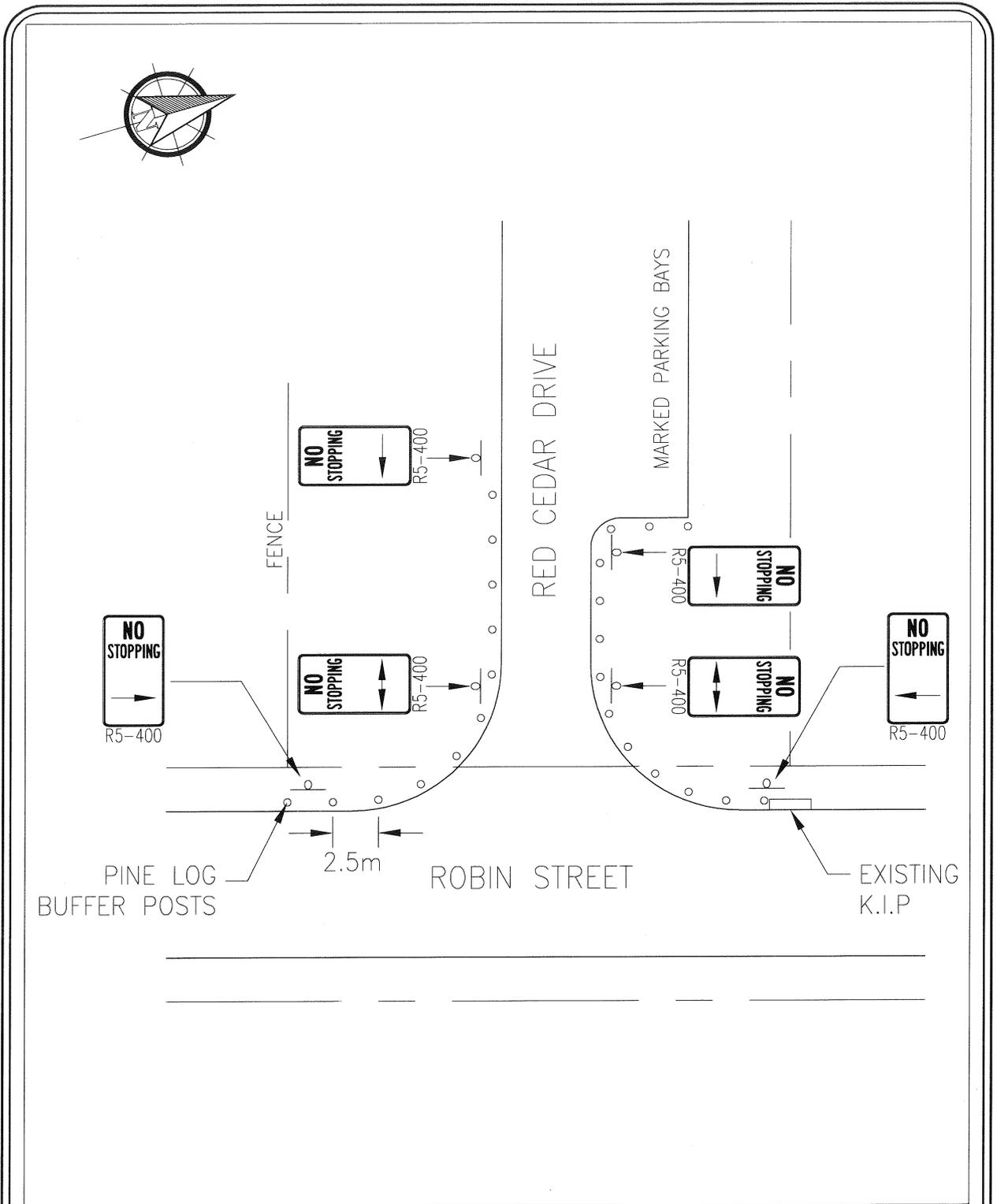
The meeting closed at 11.50am.



**PLAN VIEW**

**NOTES:**  
 THAT THE BUS ZONE TIMES IN HARBOUR DRIVE, COFFS HARBOUR, ADJACENT CAVANBAH HALL BE CHANGED TO 6.30AM TO 6.00PM, AS PER PLAN

**TRAFFIC INSTRUMENT**  
 T.20-2007  
 HARBOUR DRIVE  
 COFFS HARBOUR



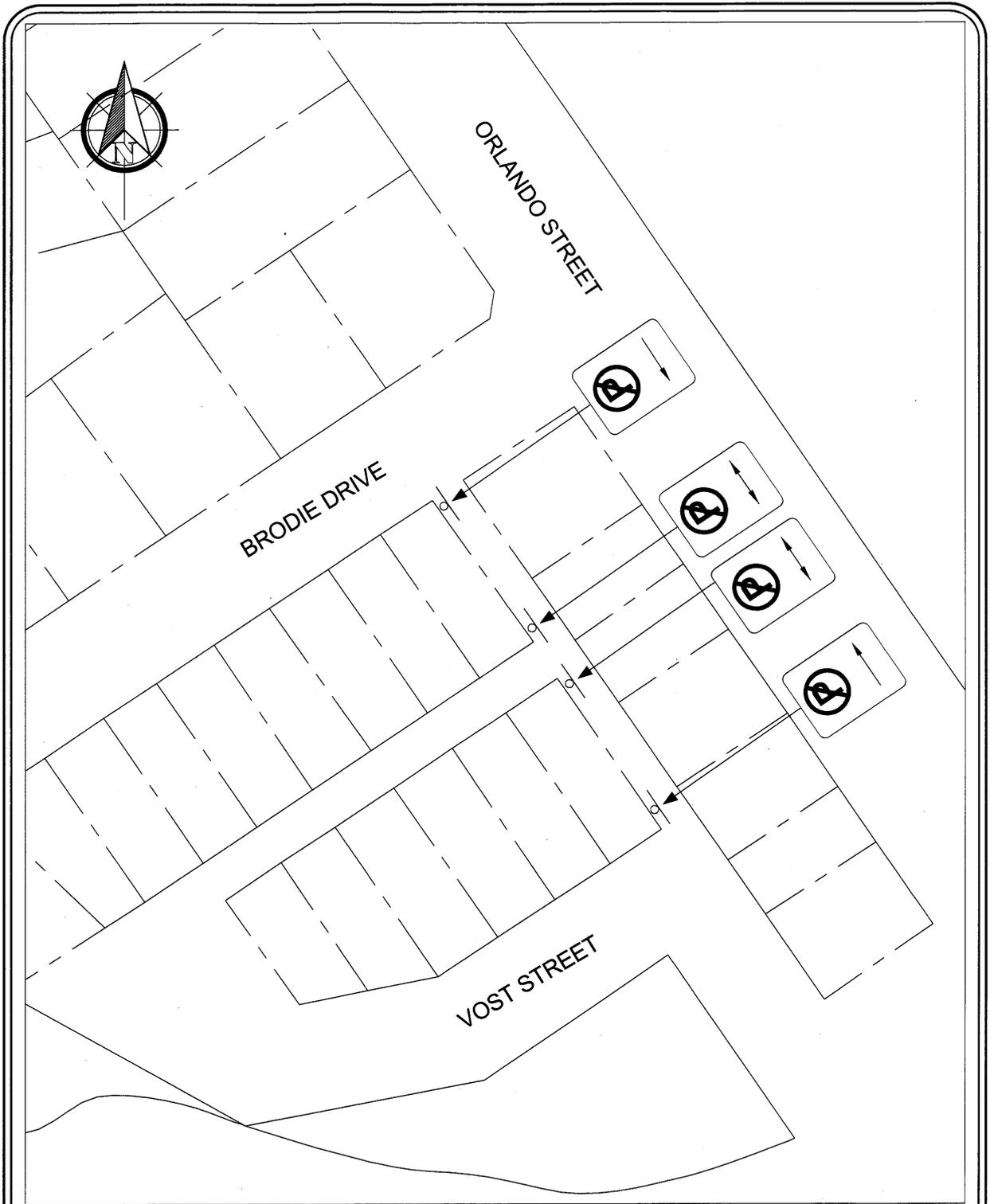
**PLAN VIEW**

**NOTES:**  
 THAT 'NO STOPPING' SIGNS BE ERECTED IN RED CEDAR DRIVE, COFFS HARBOUR, TOGETHER WITH BOLLARDS TO STOP VEHICLES BEING DRIVEN ONTO GRASSED AREA, AS PER PLAN

**TRAFFIC INSTRUMENT**

T.21-2007

**ROBIN STREET/CEDAR DRIVE  
 COFFS HARBOUR**

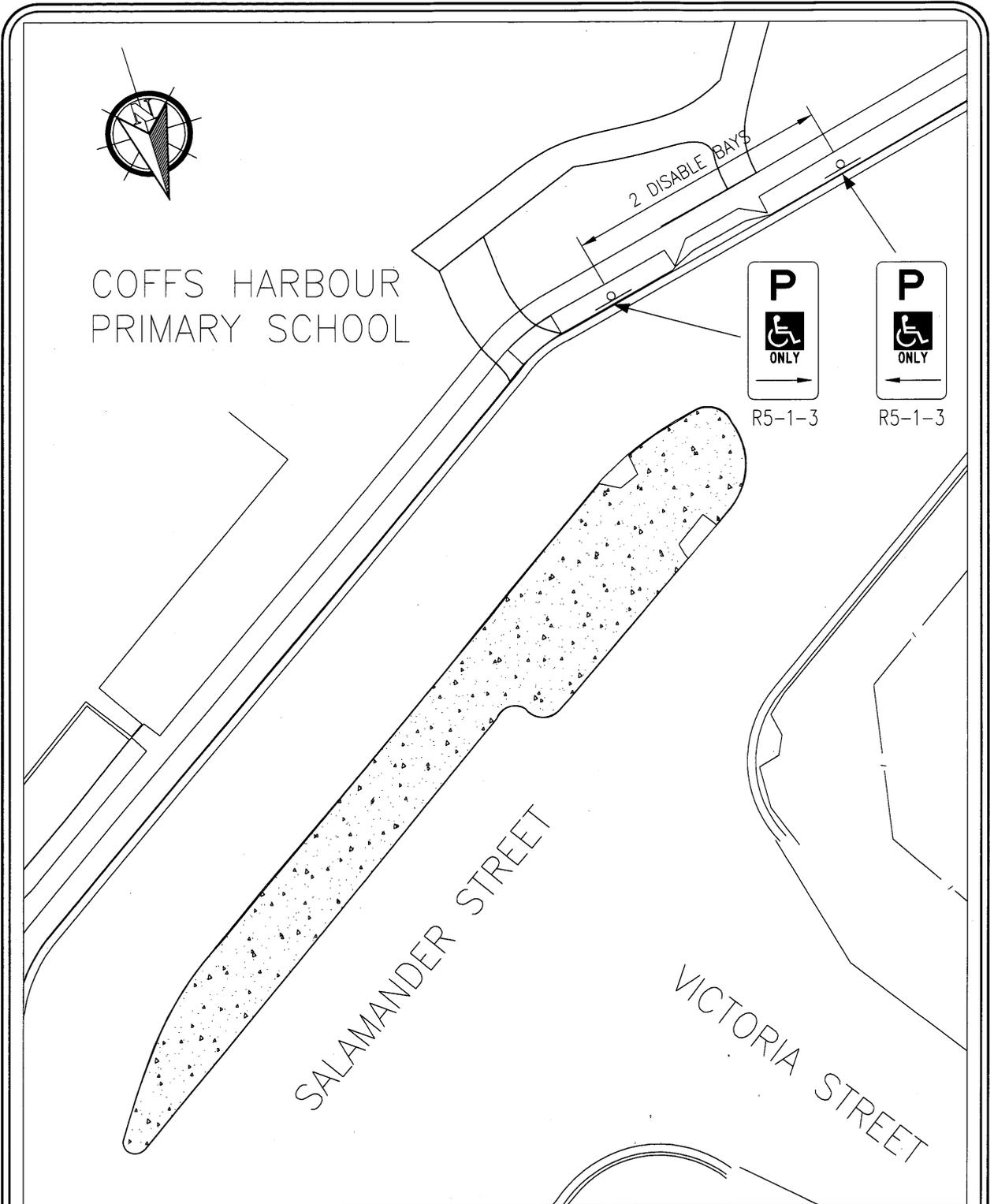


**PLAN VIEW**

**NOTES:**  
 THAT 'NO PARKING' SIGNS BE ERECTED ON THE  
 WEST SIDE OFF VOST STREET, COFFS  
 HARBOUR, AS PER PLAN

**TRAFFIC INSTRUMENT**

T.22-2007  
 VOST STREET  
 COFFS HARBOUR



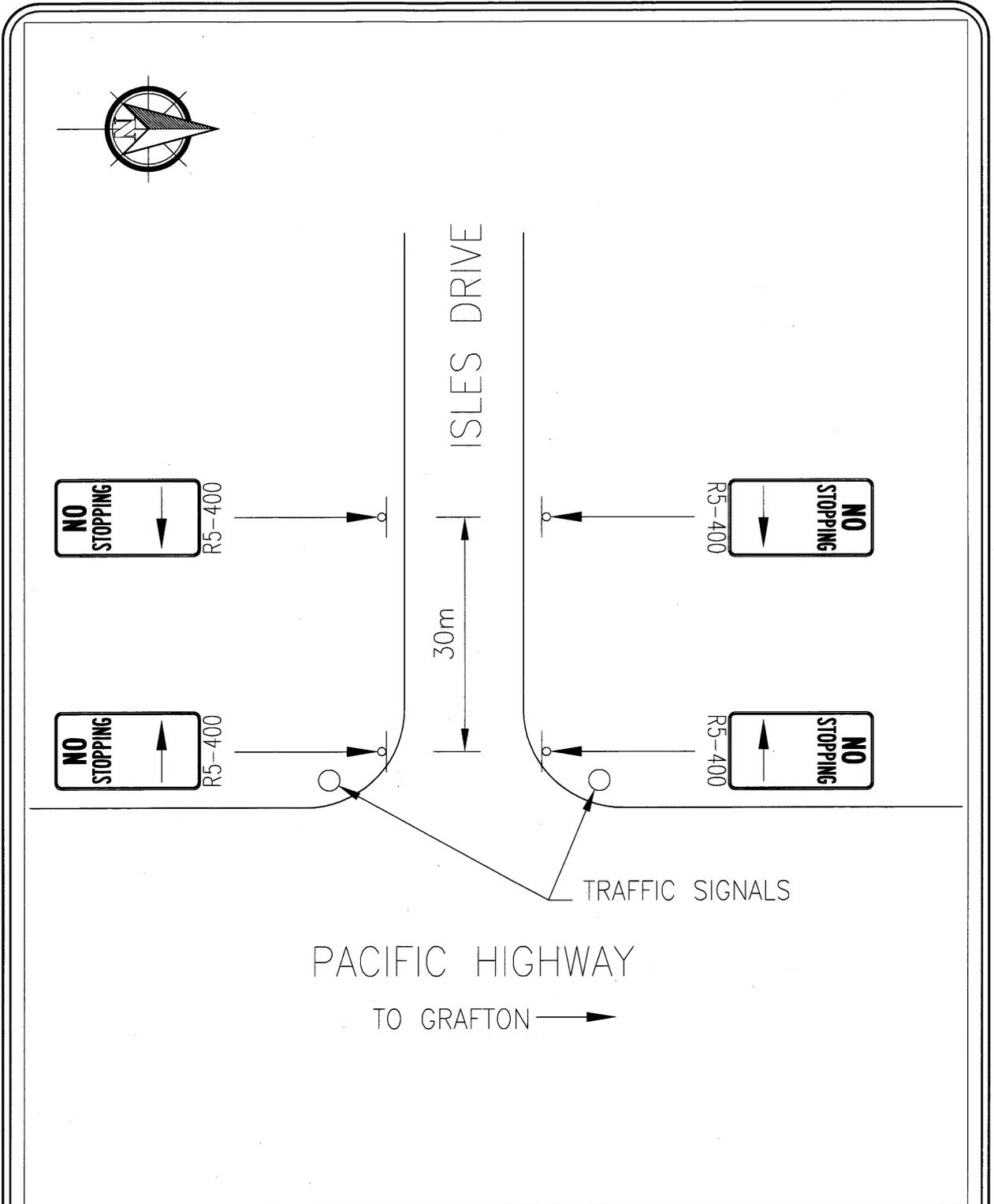
**PLAN VIEW**

**NOTES:**  
 THAT TWO DISABLED PARKING BAYS BE  
 INSTALLED IN SALAMANDER STREET, COFFS  
 HARBOUR, ADJACENT THE ENTRANCE TO  
 COFFS HARBOUR PUBLIC SCHOOL

**TRAFFIC INSTRUMENT**

T.23-2007

SALAMANDER STREET  
 COFFS HARBOUR



**PLAN VIEW**

**NOTES:**  
 THAT 'NO STOPPING' SIGNS BE ERECTED IN ISLES DRIVE, COFFS HARBOUR, AT THE INTERSECTION OF PACIFIC HIGHWAY, AS PER PLAN

**TRAFFIC INSTRUMENT**

T.24-2007  
 ISLES DRIVE  
 COFFS HARBOUR



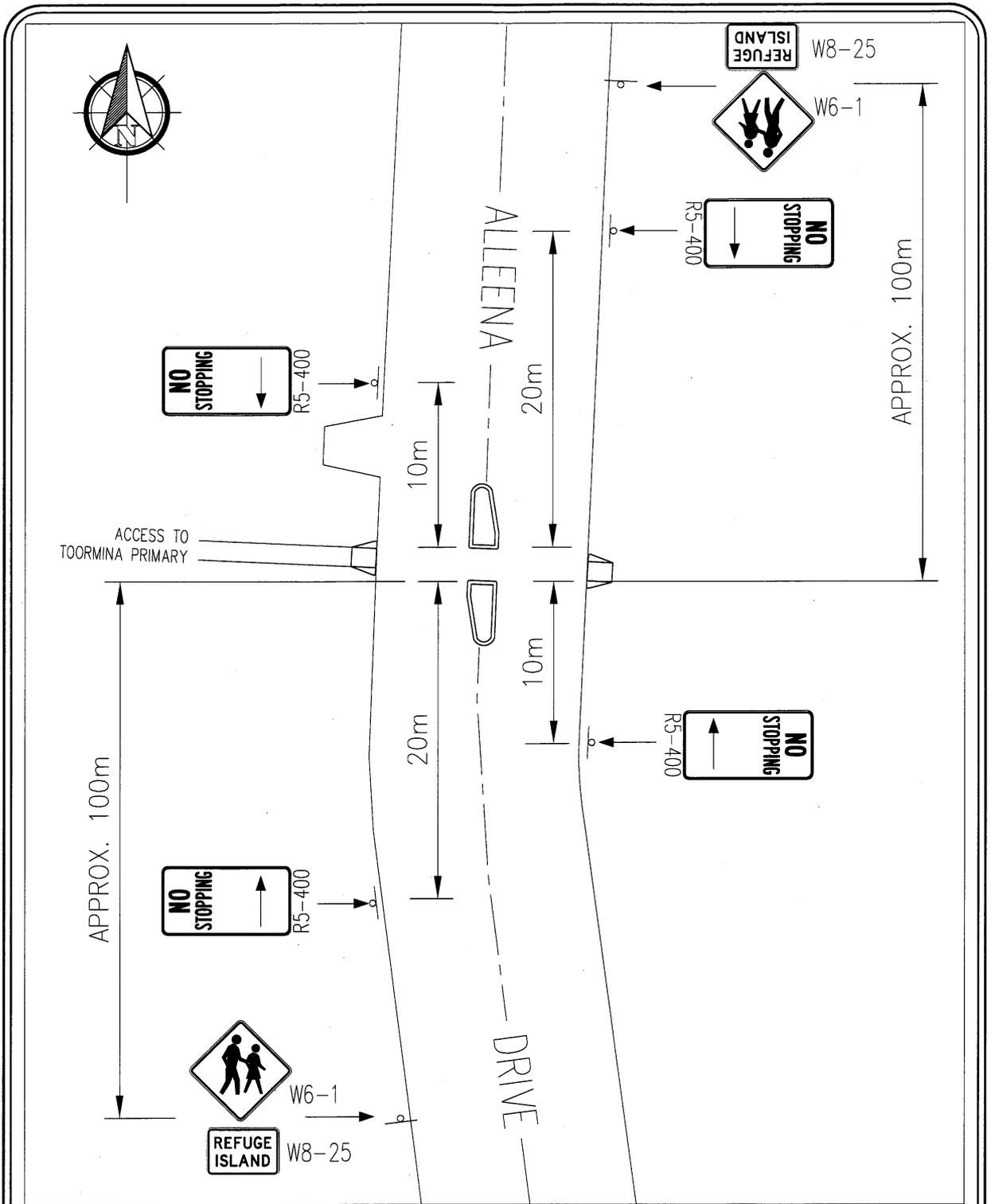
**PLAN VIEW**

NOTES:

**TRAFFIC INSTRUMENT**

T.26-2007

EARL STREET  
COFFS HARBOUR

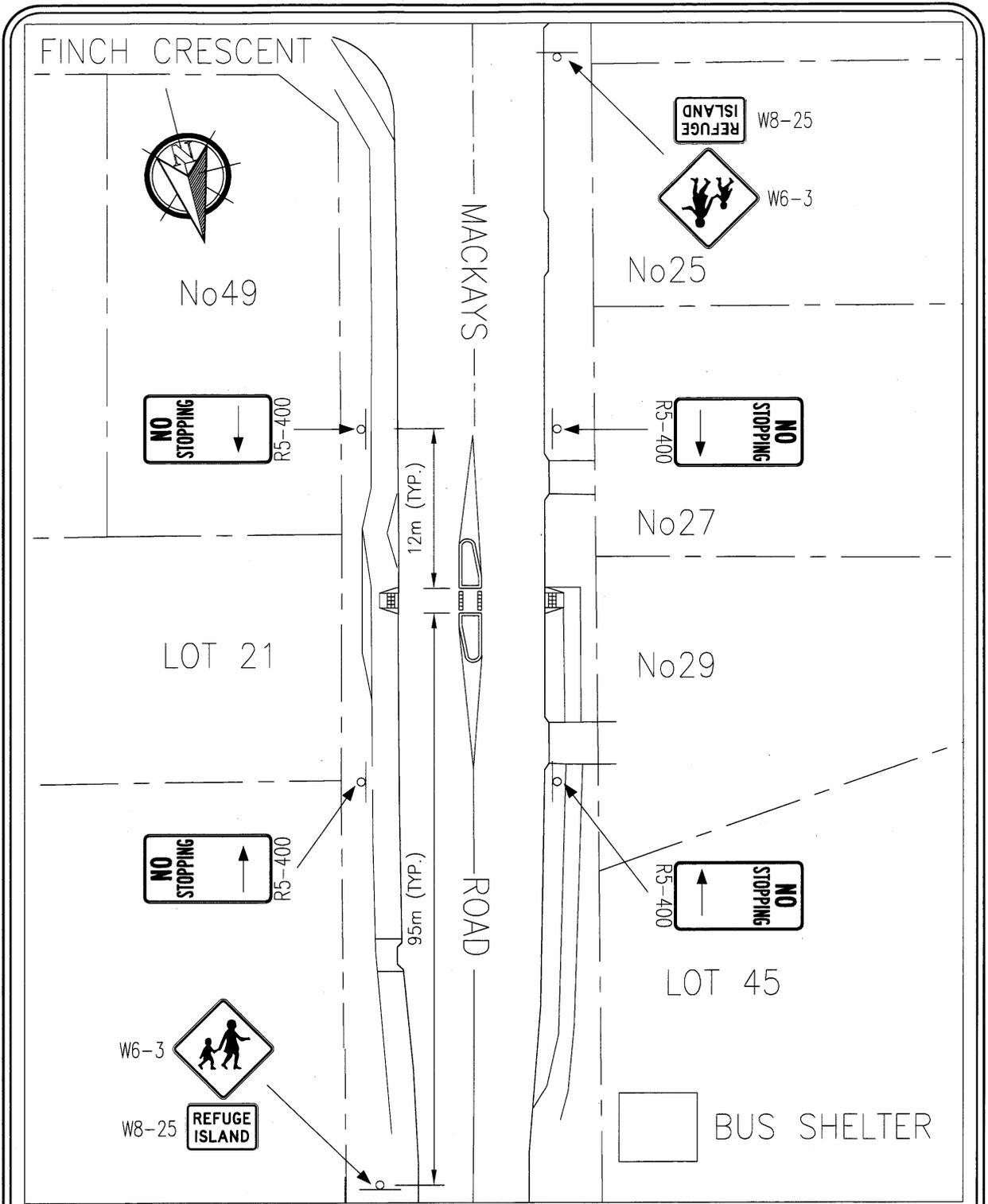


**PLAN VIEW**

**NOTES:**  
 THAT A PEDESTRIAN REFUGE BE INSTALLED IN ALLEENA DRIVE, TOORMINA, AS PER PLAN

**TRAFFIC INSTRUMENT**

T.27-2007  
 ALLEENA DRIVE  
 TOORMINA

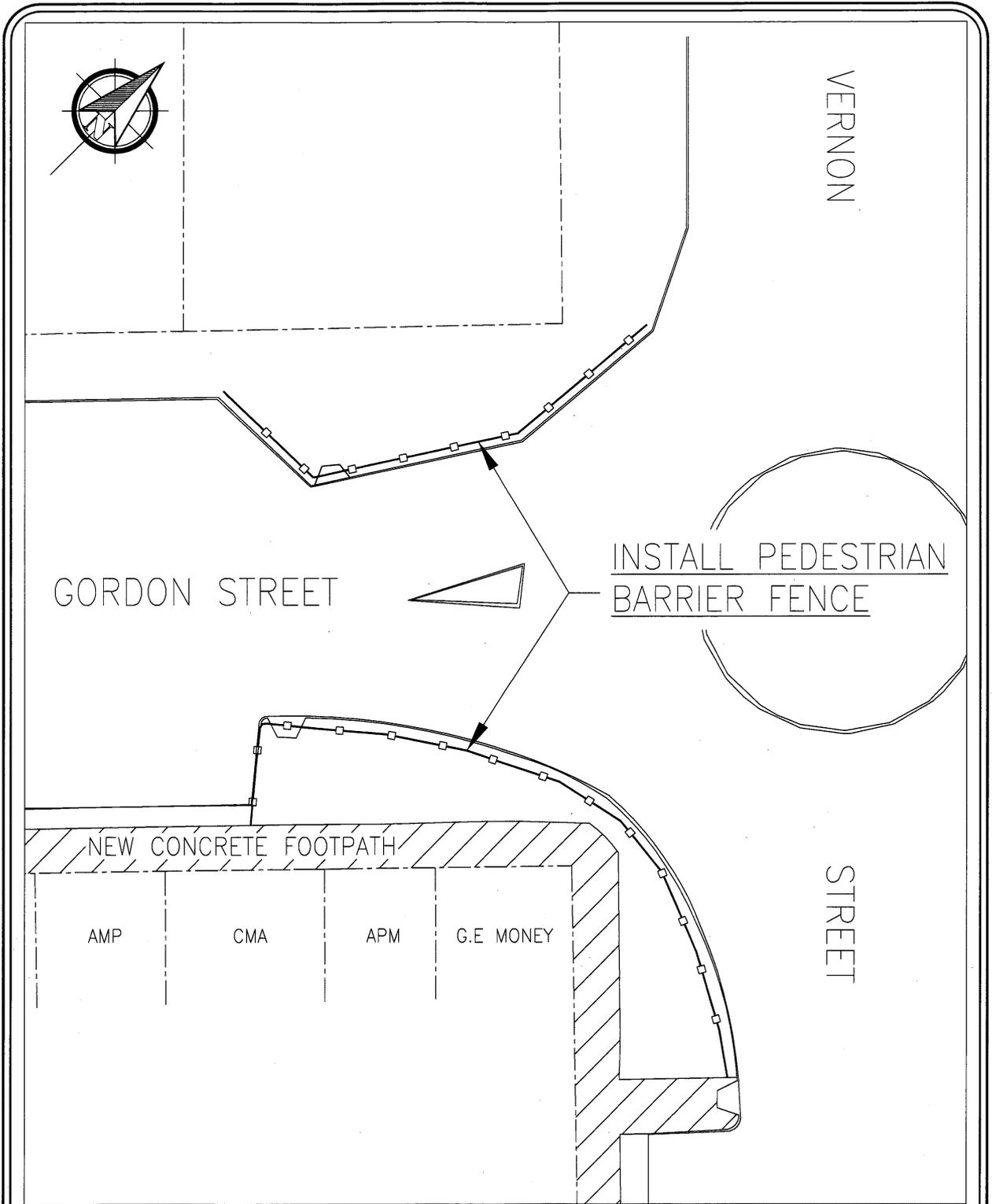


PLAN VIEW

NOTES:  
 THAT A PEDESTRIAN REFUGE BE INSTALLED IN  
 MACKAYS ROAD, COFFS HARBOUR, AS PER  
 PLAN

**TRAFFIC INSTRUMENT**

T.28-2007  
 MACKAYS ROAD  
 COFFS HARBOUR



**PLAN VIEW**

**NOTES:**  
 THAT PEDESTRIAN BARRIER FENCING BE  
 INSTALLED AT PEDESTRIAN ACCESS RAMPS  
 ACROSS GORDON STREET, COFFS HARBOUR,  
 AT THE VERNON STREET ROUNDABOUT, AS  
 PER PLAN

**TRAFFIC INSTRUMENT**

T.29-2007  
 GORDON STREET  
 COFFS HARBOUR

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### **S33 DELEGATION TO JAPAN FOR TRADE TALKS AND THE CONFERENCE OF JAPAN-AUSTRALIA SOCIETIES**

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#### **Purpose:**

To discuss new strategies for developing international economic, educational, environmental and cultural opportunities through existing associations.

#### **Description of Item:**

Council has been invited to strengthen Sister City relationships with Sasebo and to attend the Conference of Japan-Australia Societies with a view to exploring new strategies for trade, economic, environmental, educational, cultural and social exchange.

Sasebo City and Coffs Harbour have enjoyed a long association as Sister Cities, with numerous educational, social, sporting and information exchanges taking place over the past decade. Council has, on many occasions, hosted delegations by the Sasebo City Council, but an official Coffs Harbour City Council delegation has not visited Sasebo in some years. The last official visit was in 2002 by the former Mayor. The normal student exchange program between the two cities has taken place annually. Private exchanges take place including Sister School exchanges and private business. Since the Sister City program began in 1988 exchanges have taken place at least annually. These exchanges have ranged from official visits, business, educational, sporting and cultural exchanges.

Council now has an opportunity to make a reciprocal visit and to attend the Conference of Japan-Australia Societies.

Sasebo Council has invited Coffs Harbour City Council representatives to Japan from 1 July to 10 July 2007. The program includes the two day Japan-Australia Societies Conference to be held in Hamanako.

It is recommended that in the interests of strengthening the existing Sister City relationship from both a social and economic perspective, Council accepts the invitation and appoints the Mayor and General Manager as its representatives to the Japan-Australia Societies Conference and to explore a range of opportunities for trade, economic, environmental, educational, cultural and social exchange while in Japan.

It is recommended the President, Coffs Harbour Branch of the Australia-Japan Society, join the official party as facilitator and interpreter. The costs for airfares between Australia and Japan, Conference registration, allowances and official gifts for the delegation are also recommended to be met by Council.

To coincide with the official Coffs Harbour City Council visit, members of Coffs Harbour's Australia-Japan Society and interested Coffs Harbour residents will be visiting Sasebo. These community members will be attending the Conference of Japan-Australia Societies in Hamanako, entirely at their own costs.

There is also an opportunity to maximise the value of this trade and goodwill mission by the Coffs Harbour City Council delegation who have been invited to hold talks with Ozz Trade, officials from Sasebo Fish Markets, Sasebo and Tokyo Council representatives as well as representatives from the Council of Local Authorities for International Relations (CLAIR).

**Cont'd**

## **S33 - Delegation to Japan for Trade Talks and the Conference of Japan-Australia Societies (Cont'd)**

### **Sustainability Assessment:**

- **Environment**

There are no environmental impacts.

- **Social**

The mission will strengthen Sister City relationships with Sasebo and explore new strategies for trade, economic, environmental, educational, cultural and social exchange.

- **Economic**

#### **Broader Economic Implications**

There is an opportunity to maximise the value of this trade and goodwill mission. The Coffs Harbour City Council delegation has been invited to hold talks with Ozz Trade, officials from Sasebo Fish Markets, Sasebo and Tokyo Council representatives to explore a range of opportunities for trade, economic, environmental, educational, cultural and social exchange while in Japan.

#### **Management Plan Implications**

The 2006-2007 budget has provision of \$15,000 for a trade and cultural mission to Japan. The actual travel and mission will occur in the 2007/2008 budget period. Most of the costs will need to be met in advance. Unexpended funds from 2006/2007 will need to be considered for revoting in 2007/2008.

### **Consultation:**

Sasebo City Council, The National Federation of Australia-Japan Societies, The Australian-Japan Society of Coffs Harbour.

### **Related Policy and / or Precedents:**

This report adheres to related policy and precedents. From available data Coffs Harbour City Council representatives have made approximately four trips to Sasebo and Sasebo City Council representatives have made approximately six trips to Coffs Harbour in the life of the Sister City relationship. An official exchange appears to take place during the term of each Coffs Harbour City Mayor.

### **Statutory Requirements:**

S252 Local Government Act requires Council to adopt after public exhibition (S253), a policy for the payment of expenses and provision of facilities for Councillors. Council's policy in accordance with the Department of Local Government's guidelines requires the Council to deal with the provision of overseas travel in open Council.

**Cont'd**

### **S33 - Delegation to Japan for Trade Talks and the Conference of Japan-Australia Societies (Cont'd)**

S356 provides for Council to contribute money or otherwise grant financial assistance to persons for exercising its functions as part of a specific program and the details have been included in Council's management plan.

Council has adopted a Sister City Policy and has a recognised program with its Sister City, Sasebo, Japan.

#### **Issues:**

While the City Sister relationship with Sasebo has proved to be an invaluable tool for student exchange programs between the two cities opportunities for economic ties, cultural development , tourism and sporting exchanges have yet to be fully embraced through official representation by a Coffs Harbour City Council delegation.

It is considered important that new prospects be identified for Coffs Harbour's ongoing economic, cultural ,social, educational and technological advancement.

For this reason arrangements have been made for Coffs Harbour's delegation to meet with the Sasebo Chamber of Commerce and various other organisations to investigate the possibility of developing economic relationships in the following areas:

1. The Japanese aquaculture industry
2. Ozz Trade
3. Sasebo City Council
4. Tokyo City Council
5. Seiwa Girls High School Sister School of Bishop Druitt (Language Exchange Program)
6. General trade, including seafood and horticulture
7. Education
8. Cultural economic development
9. Tourism
10. Environmental services
11. Community health
12. Coffs Harbour-Japan Conferences

Meetings have been arranged with the Federation of Japan-Australia Societies to discuss the 2008 Federation of Australia-Japan Society Conference to be held in Coffs Harbour. There is expected to be a delegation of approximately 180 members attending this conference. Meetings have also been arranged with CLAIR, the principal organisation facilitating cross local government cooperation.

This proposed delegation represents cost-effective and innovative action to further develop Coffs Harbour's profile and potential for economic advancement on an international scale, while satisfying the City's vision through the strategic directions of the Healthy City, the Smart City, the Cultural City for a Sustainable Future.

The total estimated cost of the trip is approximately \$16,500.

**Cont'd**

### **S33 - Delegation to Japan for Trade Talks and the Conference of Japan-Australia Societies (Cont'd)**

The 2006-2007 budget has provision of \$15,000.00 for a trade and cultural mission to Japan. The additional \$1,500 may be able to be sourced from other provisions in the 2006/2007 budget.

Although questions may be raised regarding the necessity of this mission, it is to enable the future development of the relationship with Sasebo and to foster wider economic, educational environmental and cultural ties between the City and the wider Japanese market place. A letter of protest regarding Japan's whaling program will also be delivered to the Mayor of Sasebo from Coffs Harbour City Council.

#### **Implementation Date / Priority:**

The mission is from 1 July to 10 July 2007.

#### **Recommendation:**

- 1. That the official invitation to attend the Conference of Japan-Australia Societies, to visit and strengthen relationships with Sasebo and conduct trade and cultural talks in Japan be accepted by the Mayor and General Manager.**
- 2. That the Mayor and General Manager be accompanied on the trade and goodwill mission by the President, Coffs Harbour Branch of the Australia-Japan Society to act as facilitator and interpreter.**
- 3. That Council meet associated mission costs of the Mayor and General Manager.**
- 4. That Council provide financial assistance as part of its Sister City Program with Sasebo City Japan, to the Coffs Harbour Branch of Australia-Japan Society to enable the President to be part of the mission.**
- 5. That the delegation explore opportunities for economic opportunities, cultural development , tourism and sporting exchanges while on its official mission to Japan.**

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## S34 OPERATIONS BRANCH REPORT

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### Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Operations Branch – Asset Construction, Maintenance and Recreational Services up to 25 May, 2007.

### Description of Item:

#### Asset Construction Report:

##### 1. Completed Works to 25 May 2007 (and due for completion in May 2007)

- Hogbin Drive Stage 2 Victoria Street intersection construction.  
Harbour Drive / Barrie Street intersection.
- Drainage Sandy Beach Drive, Sandy Beach (4.8m 450x300 box culvert and headwall).
- Footpaths/Cycleways SH10, Halls Road to southern Bridge.
- Infrastructure Upgrading Hogbin Drive Airport roundabout (landscaping and lighting).
- Blackspots Road Safety Works Bucca Road Nana Glen Blackspots Stage 1. (290m guardrail, 1200m road shoulder widening, culvert extension and headwall works 4.8m 900mmdia with dual headwall, 2.4m of 3m wide 1.8 high with headwall, 3.6m 600 dia with two headwalls, 2.44m of 3m wide 1.7 high with headwall, plus multiple headwall modifications).
- Local and Roads to Recovery Pullen Street, Woolgoolga (10m<sup>2</sup>) asphalt plus concrete dish drain.  
Hubbard Street, Woolgoolga (102m<sup>2</sup>) asphalt.
- Spray Seal Program Red Rock Road Corindi (28,858m<sup>2</sup>).

##### 2. Works Continuing or Planned for Commencement - June 2007

- Hogbin Drive Stage 2 Coffs Creek – Bridge.  
Harbour Drive to Coffs Creek.  
Coffs Creek to Orlando Street (minor works).
- Regional Road Rehabilitation Lyons Road Sawtell (pavement 5660m<sup>2</sup>, kerb and gutter 850m, stormwater 30m 375mm dia).
- Road Rehabilitation Park Beach Road Coffs Harbour, Plaza entrance to Phillips Street (5710m<sup>2</sup>).  
Little Street Coffs Harbour, Daley Street to Park Avenue, (1587m<sup>2</sup>).  
Newcastle Drive Toormina (1000m<sup>2</sup> AC and 4000m<sup>2</sup> polymer emulsion seal).

Cont'd

## S34 - Operations Branch Report (Cont'd)

Blackspots Road Safety Works, Coramba Road Red Hill to Karangi Blackspots (culvert extensions, shoulder widening, safety barrier installation and cutting widening at selected high risk sections along 2km of road).

- Spray Seal Program Fibre Deck seal various locations (25500m<sup>2</sup>).
- Footpaths/Cycleways Gordon / Vernon Street pavement upgrade. Relay pavers (NE side), remove garden boxes, concrete pavement and landscaping (SE side).
- Drainage Bosworth Road Woolgoolga easement.  
Trafalgar Lane Woolgoolga. (18m of 900mm dia, 42m of 750mm dia, 45m of 600mm dia, 39m of 525mm dia, 33m of 450mm dia) and associated pits.
- Bridgeworks Coral Street, Corindi Bridge construction.  
Middle Creek Sawtell Bridge replacement.
- Community Facilities Program Jetty Strip Improvements (replace 6 decks, minor drainage works, repair and paint garden walls, replace concrete footpath (250m<sup>2</sup>)).  
14 Market Street Woolgoolga. Demolition of house and construction of car parking.
- Sewer and Water Arrawarra/Corindi water main (1380m 150mm / 200mm dia water main and 1620m 150mm dia reuse).

### 3. Works proposed to be completed in 2007/08

- Local Road Rehabilitation Beach Street Woolgoolga. Scope for Communities Facilities Program to be finalised prior to commencement.  
Coral Street Corindi road rehabilitation to be deferred to 2007/08 until bridge works completed.
- Nuisance Flooding Betel Palm Close Boambee. Design to be finalised.  
The Boulevard Mullaway. Major hydrology study to be commissioned.  
James Small Drive. Negotiations with land owner continuing.
- Community Facilities Nana Glen. Awaiting final community consultation / scope finalisation and design.  
Sawtell CBD. Awaiting detailed design and approval.  
Woolgoolga. Detailed design complete, works are being programmed for construction.  
Sawtell Headland. Preliminary design for an amenities block completed, tender specifications have been finalised. The car park design adjacent to the boat ramp is complete.
- Flood Mitigation Bakers Road. Awaiting final design approval.

Cont'd

## S34 - Operations Branch Report (Cont'd)

- Bridges Duffus Creek Upper Corindi and Finlays Bridge Korora will be commenced next year as resources are occupied on Middle Creek Sawtell and Coral Street Corindi bridges. Middle Creek Sawtell and Coral Street Corindi will carry over into 2007/08.
- Jetty Structure Improvements With the finalisation of environmental investigation, tenders are due to be advertised in August 2007, however to ensure that the Christmas period is not disrupted by construction works, possession of the jetty structure by the contractor will not be granted until April 2008 with an expected completion date for the works of July 2008.

Attached for Council's information is a summary of expenditure versus budget for the 2006/07 Capital Works Program.

### Asset Maintenance Report

- The truck and plant hire tender is currently advertised for 2007/08 financial year.
- CBD Maintenance Contract extended to 31 July 2007 to enable tenders to be called.
- Middle Creek Sawtell bridge is to be closed from 28 June 2007 for a minimum of four weeks.
- Coral Street Bridge Corindi, construction works have commenced. Piling works to start on 5 June 2007.
- WE Smith will be moving a Heavy Pressure Vessel on 31 May 2007 at 12:30am.

### Recreational Services Report

- Asset inventory data collection for mowing areas, playgrounds and garden beds completed. Data collection for reserve footpaths, boardwalks and stairways commenced.
- Construction started on Park Beach viewing platform with "Work for the Dole" group.
- CDEP (Community Development Employment Programs) scheme commenced with participants assisting with general maintenance in landscape areas, Botanical Garden and nursery.
- Bray Street – Ongoing footpath construction with Tursa WFD group, linking Myuna / Namoi Places to Hughes Close and Taloumbi Road.
- Charlesworth Bay walkway construction commenced with WFD group.

### Recommendation:

#### That Council:

1. **Note the progress report on asset construction, maintenance and recreational services works undertaken by Operations Branch up to 25 May, 2007.**
2. **Note the individual program expenditures are being monitored and are generally within the allocated 2006/2007 budgets.**

**Attachments:**

**OPERATIONS BRANCH  
Capital Projects Budget/Expenditure  
2006/2007 Program**

**AS AT DATE: 25-May-07**

Description	Original Budget	Revised Budget	Adopted Expenditure	% Project Complete	% Costs Expended
<b>Local Roads</b>					
Sealed Roads Reseals	\$644,000	\$644,000	\$499,530	80%	78%
Sealed Roads Reseals - Asphalt	\$61,000	\$61,000	\$20,254	33%	33%
Sealed Roads Rehabilitation	\$950,000	\$1,045,077	\$533,531	52%	51%
Dust Sealing	\$165,000	\$174,000	\$174,283	100%	100%
Unsealed Roads Gravel Resheeting	\$118,000	\$118,000	\$96,060	80%	81%
<b>Total:</b>	<b>\$1,938,000</b>	<b>\$2,042,077</b>	<b>\$1,323,658</b>		
<b>Federal Roads to Recovery</b>					
Residential Street Rehabilitation	\$340,000	\$349,695	\$233,551	67%	67%
Gravel Resheeting	\$20,000	\$20,000	\$18,578	100%	93%
Sealed Roads Reseals	\$170,892	\$170,892	\$177,406	100%	104%
Bridges (Middle Ck)	\$275,000	\$275,000	\$13,604	5%	5%
Sub Total	\$805,892	\$815,587	\$443,139		
<b>Supplementary R2R Grant</b>					
Sealed Roads Bitumen and Asphalt Reseals	\$209,959	\$210,369	\$234,023	100%	111%
Sealed Road Rehabilitation	\$274,000	\$274,000	\$253,684	100%	93%
Bridges	\$284,433	\$290,000	\$108,116	38%	37%
Sub total	\$768,392	\$774,369	\$595,823		
<b>Total:</b>	<b>\$1,574,284</b>	<b>\$1,589,956</b>	<b>\$1,038,962</b>		
<b>Regional Roads (Note 3)</b>					
3 X 3 Program	\$131,000	\$131,000	\$119,433	90%	91%
Regional Roads Repair Program	\$224,000	\$224,000	\$224,000	100%	100%
Federal Blackspot Funding	\$1,181,253	\$1,181,253	\$703,820	64%	60%
<b>Total:</b>	<b>\$1,536,253</b>	<b>\$1,536,253</b>	<b>\$1,047,253</b>		
<b>Drainage</b>					
Drainage Impts / Nuisance Flooding (Note 3)	\$230,000	\$236,184	\$168,706	60%	71%
<b>Total:</b>	<b>\$230,000</b>	<b>\$236,184</b>	<b>\$168,706</b>		
<b>Bridges</b>					
Major Repairs	\$168,000	\$415,000	\$216,593	49%	52%
Cathodic Protection (Fred Hanson Bridge)	\$200,000	\$193,195	\$186,713	97%	97%
Middle Creek Bridge	\$620,000	\$620,000	\$158,909	24%	24%
Coral Street Bridge	\$620,000	\$620,000	\$7,400	1%	1%
<b>Total:</b>	<b>\$1,663,000</b>	<b>\$1,903,195</b>	<b>\$569,615</b>		

Description	Original Budget	Revised Budget	Adopted % Project Expenditure Complete	% Costs Expended
<b>Footpaths / Cycleways</b>				
Footpath Construction (\$35,000 to PAMPS) (Note 3)	\$267,000	\$232,000	\$181,818 80%	78%
PAMPS Footpath Works	\$50,000	\$70,000	\$825 1%	1%
Beacon Hill Environmental Levy	\$87,000	\$93,000	\$92,117 100%	99%
Cycleway Projects	\$118,000	\$295,834	\$163,041 54%	55%
<b>Total:</b>	<b>\$522,000</b>	<b>\$690,834</b>	<b>\$437,801</b>	

### Community Facilities Program

Hogbin Drive Extension (Note 5)	\$15,000,000	\$14,109,723	\$11,427,995 71%	76%
Jetty Strip Improvements	\$100,000	\$100,000	\$2,016 2%	2%
Jetty Structure Improvements	\$680,000	\$680,000	\$9,545 1%	1%
Woolgoolga Town Improvements	\$400,000	\$400,000	\$3,690 1%	1%
Sawtell Headland Improvements	\$380,000	\$380,000	\$245 0%	0%
Sawtell Town Improvements	\$300,000	\$300,000	\$7,708 3%	3%
Nana Glen Improvements	\$235,000	\$235,000	\$3,549 2%	2%
Hogbin Dr Airport Roundabout (Note 4)	\$750,000	\$950,000	\$936,499 100%	99%
<b>Total:</b>	<b>\$17,845,000</b>	<b>\$16,204,723</b>	<b>\$12,391,247</b>	

### Notes

1. Adopted expenditure considers ledger costs and site job costs and includes committed costs where ledger values are adopted.
2. Multiple funding sources make up Regional Roads Project Lyons Road. Costs have been broken down into fund sources for reporting purposes.
3. Resident contributions taken into account in Drainage or Footpaths Program budgets
4. Adopted expenditure on airport roundabout comprises ledger costs excluding Country Energy and landscaping costs.
5. Hogbin Drive extends over 2 years. A total project budget is \$15M, 2006/07 budget \$14,109,723. Expenditure and project complete report against the total project budget.

### Update of programmed works

6. Local Roads Program - Substantial work programmed for June 2007 however full scope of rehabilitation program will not be completed in 2007/2008.
7. Roads to Recovery Program - Planned for completion in June 2007 (with exception of Middle Creek Bridge Sawtell).
8. Roads to Recovery Supplementary Program - Planned for completion in June 2007 with exception of Duffus (Upper Corindi) and Finlays (Korora) Bridges.
9. Regional - Blackspots and 3x3 programs to be finalised in June 2007.
10. Drainage program to be completed early in 2007/08.
11. Footpaths, cycleways and PAMPS programs will be completed early 2007/08.
12. Jetty strip, Woolgoolga CBD, Sawtell CBD, Sawtell Headland and Nana Glen town improvements due to be completed 2007/08.
13. Supplementary R2R Grant, Sealed Roads Bitumen and Asphalt Reseals, instead of resealing Red Rock Road in two stages, the works were completed 2006/07 with the over expenditure to be funded from the Sealed Road Rehabilitation budget within the Supplementary R2R Grant.

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## **S35 TENDERS: DEMOLITION OF 14 MARKET STREET, WOOLGOOLGA**

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### **Purpose:**

To report on tenders received for the demolition of a house and garage at 14 Market Street, Woolgoolga and to gain Council approval to accept a tender.

### **Description of Item:**

Council proposes to extend the existing public car park in Market Street, Woolgoolga which will require the demolition of an existing two storey dwelling with separate garage on the adjoining block of land.

Open tenders were called in local and capital city newspapers and closed at 3:30pm on 8 May 2007.

Tenders were evaluated on the following criteria:

- Tender conformity and financial capacity of the Tenderer. These were hurdles to be satisfied before the Tenders could be considered further.
- Price.
- Experience and performance in similar works.
- OH & S Management systems and performance.

One tender was received from:-

- Aarvbee Demolition and Recyclers Pty Ltd

Two late (non conforming) tenders were received from:-

- Total Demolitions NSW Pty Ltd, and
- T & T Metal and Asbestos Services Qld Pty Ltd

### **Sustainability Assessment:**

- **Environment**

The demolition will provide an opportunity to maximize recycling of resources and thereby reduce waste return to the environment. Council will recover concrete and brick waste for reuse as road base in the extended car park and the timber stairs will be recovered for possible reuse in gaining beach access as part of other future projects.

Ownership of the balance of the waste materials rests with the Contractor who is required to dispose of them in an environmentally appropriate manner at the Coffs Coast Waste Recovery Facility. The Contractor has the opportunity to recycle materials to reduce the amount of waste going to landfill.

**Cont'd**

## **S35 - Tenders: Demolition of 14 Market Street, Woolgoolga (Cont'd)**

- **Social**

The successful demolition of the buildings will allow the construction of additional off-street car parks within the Woolgoolga CBD with associated beneficial social and economic impacts.

All demolition and bonded asbestos removal must be handled in accordance with OH&S Regulations and Codes of Practice to ensure the safety of workmen, the public and the environment.

- **Economic**

### **Broader Economic Implications**

The recommended tenderer is a local business who provides a retail outlet for recycled materials at the Coffs Coast Waste Recovery Facility. The tenderer is well positioned to support local employment and promote recycling.

### **Management Plan Implications**

Expenditure has been budgeted for in the 2006/2009 Management Plan under Market Street Woolgoolga Car Parking.

The Tendered amount is inclusive of GST, which is not a net cost to Council.

### **Consultation:**

Tenders were reviewed in consultation with City Services Work Branch who will be carrying out the car park extension following demolition.

The community need for additional car parking was identified in consultation with the Woolgoolga Chamber of Commerce and included in the Woolgoolga Town Centre Revitalisation program.

### **Related Policy and / or Precedents:**

Tendering procedures were carried out in accordance with Council policy. Council's Tender Value Selection System was applied to tenders capable of being considered under the Local Government (General) Regulations 2005. Council's policy is that the tender with the highest weighted score becomes the recommended tender.

Tender details and evaluation are included in the attached confidential attachment.

### **Statutory Requirements:**

The calling, receiving and reviewing of tenders was carried out in accordance with Part 7 Tendering of the Local Government (General) Regulations 2005.

The Local Government (General) Regulations require:-

**Cont'd**

## **S35 - Tenders: Demolition of 14 Market Street, Woolgoolga (Cont'd)**

### Clause 177 Consideration of Tenders:-

- (1) .....
- (2) A council must not consider a tender that is not submitted to the council by the deadline for the closing of tenders. This subclause is subject to subclauses (4) and (5).
- (3) A council must consider a tender transmitted to it by facsimile machine or electronic means, but only if:
  - (a) ....
  - (b) the transmission was received before the deadline for the closing of tenders, and
  - (c) the tender is complete.
- (4) However, if a council has specified in the relevant tender documents issued by the council that a tender will not be considered unless formal tender documents are submitted to the council, then (despite subclause (3)), the council is not obliged to consider a tender transmitted to it in accordance with that subclause (being a tender that does not include formal tender documents) unless:
  - (a) the tenderer is able to satisfy the council that formal tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency before the deadline for the closing of tenders, and
  - (b) the council actually receives those documents within such period as it decides to be reasonable in the circumstances.
- (5) A council must also consider a tender received within such period after the deadline for the closing of tenders as it decides to be reasonable in the circumstances if the tenderer satisfies the council that the tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency in sufficient time to enable the documents to have been received by the council in the ordinary course of business before that deadline.

### **Issues:**

Only a limited number of tenders were received which is a reflection of the local shortage of specialist Workcover licensed demolition and asbestos contractors.

Tenders were called, rather than quotations, as the costs involved in covering risks associated with handling and disposal of bonded asbestos in a two storey building were estimated to be in the range where tenders are required to be called under Section 55 of the Local Government Act.

The tenders of Total Demolition NSW and T & T Metal and Asbestos Services were transmitted by facsimile. The tender documents issued by Council specified that formal tender documents were to be submitted. Both these tenders are non conforming with the Regulations in that the facsimiles were not submitted before the deadline for the close of tenders, in breach of clause 177(2), and there is no evidence to satisfy Council that the formal tender documents were posted before the deadline, in breach of clause 177(4)(a).

The Local Government (General) Regulations do not permit consideration of these tenders.

The lowest conforming tender was submitted by Aarvbee Demolitions and Recyclers P/L and is the highest scoring tender following the application of Council's Tender Value Selection System.

**Cont'd**

**S35 - Tenders: Demolition of 14 Market Street, Woolgoolga (Cont'd)**

**Implementation Date / Priority:**

A contract can be awarded upon Council's resolution to accept a tender. The completion time for the contract is 6 weeks from granting possession of the site with projected completion date in August 2007.

**Recommendation:**

1. That Council accept the tender of Aarvbee Demolitions and Recyclers Pty Ltd, ABN 30 108 049 029, for Contract No. 06/07-305-TO, Demolition of 14 Market Street Woolgoolga, for the lump sum amount of \$30,659 including GST, on the basis that:
  - a) The tender is the only conforming tender and has the highest weighted score following the application of Council's Tender Value Selection System.
  - b) The Tenderer has the necessary licenses and experience in similar works and his referees have confirmed his ability and satisfactory performance.
  - c) The Tenderer's financial capacity is acceptable.
2. That the contract documents be completed under Seal of Council

**Jason R Gordon  
Director of City Services**